

West Virginia Library Commission 2003-2007 Library Services and Technology Act Five Year Plan

Mission

The mission of the West Virginia Library Commission is to promote, assist, and support the development of effective and efficient library services that ensure all residents of the state access to the highest quality library services and information resources to meet their needs. The West Virginia Library Commission is mandated by law to give assistance, advice and council to all libraries in the state and to all communities that propose to establish libraries.

Overview

In recent years, the West Virginia Library Commission has assessed the needs of West Virginia libraries through several projects. These include a study by Himmel and Wilson Library Consultants, the development, implementation and evaluation of the 1998-2002 LSTA program, the development of the West Virginia Library Commission strategic plan, and most recently, by a series of public meetings and informal discussions for the development of the 2003-2007 LSTA plan.

These processes produced the following observations concerning the needs of residents of West Virginia and how library services consistent with the purposes of the Library Services and Technology Act can address those needs.

- The sustainability of West Virginia requires that citizens be offered the most current tools and information to enable them to compete and succeed in a rapidly expanding, service and knowledge-based economy. By expanding access to information technology and job-preparation training for disadvantaged citizens, the Statewide Library Network (SLN) is a vital component of West Virginia's economic development equation. The SLN enables public libraries to play a significant role in the development of the West Virginia workforce by providing convenient, reliable access to the Internet. This equation is the foundation for the future development and sustainability of West Virginia. An equation that envisions an educated, intellectually curious, skilled labor force as the key to attracting business and industry into a beautiful but economically distressed state.
- The role of libraries in supporting formal and Informal learning is critical to the future of a state which ranks 50th nationally in percentage of college graduates. In order to fill this role, the libraries must be staffed with and administered by knowledgeable and skilled personnel.

- The predominance of small collections and inadequate library materials budgets, especially in public and school libraries, requires an extensive and efficient cooperative library resource sharing network to adequately meet the educational, information and recreation needs of the residents challenged by West Virginia's geography.
- Residents of West Virginia's small, rural communities need programs and services that increase knowledge, improve skills, provide an appreciation of place, and expand horizons. Most community-based libraries in West Virginia are unable to meet these needs and look to the state library agency for assistance in the development and delivery of services to unserved and underserved populations.

Needs Assessment, Goals, Evaluation Plan, and Programs

NEED #1

Maintain convenient and reliable access to the Internet for residents of West Virginia to assist in the development of a West Virginia workforce skilled in computer and information technology skills.

Assessment

In national rankings, West Virginia is 49th in per capita personal income, 50th in percentage of the population over 25 with a high school diploma, 48th in total library operating expenditures, and 9th in the percentage of the population living in poverty (Source: CQ's State Fact Finder. 2002. CQ Press, a Division of Congressional Quarterly Inc.) The 2001 State Competitiveness Report developed by the Beacon Hill Institute ranks West Virginia 49th overall and 50th in the labor force participation and human resources sub indexes (Source: State Competitiveness Report 2001. Beacon Hill Institute at Suffolk University. 2001). West Virginia also ranks low, 46th, in the percentage of households with Internet access (Source: CQ State FactFinder). This means that a significant number of West Virginians depend on public access computers to develop information technology skills. All 97 public library systems, housed in 176 facilities in the State's 55 counties, have Internet access provided by the State Library Network maintained by the West Virginia Library Commission. Without the network, the majority of libraries could not operate modern library systems, maintain computer equipment, or offer Internet based services to residents. It is imperative that the State Library Network continues to provide an efficient well-maintained technology infrastructure for West Virginia's libraries.

Comments at the public meetings on the 2003-2007 plan repeated the findings of a study of statewide library technology conducted for the West Virginia Library Commission in 1996 by RMG Consultants of Chicago, IL

and public meetings on the 1998-2002 LSTA plan. The study and public comments all indicate a clear need for increased hardware, software and telecommunications support for libraries in the state. In late 1999 the WVLC Network Services staff developed a plan known as "Library Network 2000". The implementation of this plan, funded with Federal, State, and foundation dollars, placed field technicians in regional locations, replaced aging computers, streamlined local area networks in libraries, installed high speed switches, re-routed IP numbers and more. The proof that libraries and their users have come to depend on the State Library Network was summarized in the words of one of the public meeting attendees "we need more computer everything".

Goal

Improve the capacity of the State Library Network (SLN). The SLN is the infrastructure that enables libraries to provide library users online library catalogs and services, and Internet access. The current technology support and maintenance efforts will continue and improvement will be accomplished by expanding bandwidth and upgrading hardware, subsidizing library automation system upgrades and maintenance, providing regionally based technology support and training, and assuming telecommunications costs for public libraries.

LSTA Purpose(s)

Establish or enhance electronic linkages among or between libraries.

Assisting libraries in accessing information through electronic networks.

Paying costs for libraries to acquire or share computer systems and telecommunications technologies.

Evaluation: Output Model

Outputs:

1. Number of automation system upgrades completed
2. Number of service interruptions on the SLN
3. Number of public libraries budgeting funds for basic technology support.

Benchmarks:

1. 80 public library systems currently using Classic VTLS, plus the West Virginia Library Commission and the four academic libraries hosted by WVLC.
2. Service interruptions to libraries on the SLN will be reduced by 20%
3. Basic technology support will be provided to all public library systems.

Applied to:

1-3. All public library systems hosted on the Statewide Library Network.

Data Sources:

1. Reports and contacts with sub-hub libraries
2. Weekly reports compiled by the WVLC Network Services staff
3. Annual expenditure reports

Timing/intervals

1. Upgrades will be phased in by sub-hub library with all upgrades being complete on or before June 30, 2005
2. Service interruption reports will be analyzed monthly for the duration of the plan
3. Expenditures for technology will be analyzed annually for the duration of the plan.

Evaluation: Outcome Model

Outcome:

1. Users libraries on the SLN will experience increased catalog and Internet access speeds
2. Users of the libraries completing automation system upgrades will receive improved catalog and circulation services
3. Libraries on the SLN will receive prompt basic technical assistance at no cost to the library

Indicator:

1. Users of 90% of the libraries on the SLN will experience Internet access or speed difficulties less than 10% of the times they use the service.
2. 75% of the users of the libraries completing automation system upgrades will rate catalog and circulation services "much improved".
3. Libraries on the SLN will receive technical assistance within 2 working days on 80% of their calls.

Applied to:

1-3. All libraries hosted on the Statewide Library Network

Data Source:

1. System reports; unobtrusive surveys
2. Pre and post upgrade surveys of library staff and users
3. WVLC Network Services Trouble Tickets and Site Visit Reports

Data Collection Intervals:

1. Monthly system reports; surveys of 10% of library systems on the SLN annually
2. Surveys administered in every sub-hub library and at least 5 other libraries served by the sub hub 3 months before beginning the upgrade and six months following the implementation of the upgrade
3. Trouble tickets and site visit reports will be analyzed monthly for the duration of the plan

Programs

At least one representative of the Network Services division of the West Virginia Library Commission will attend planning and training sessions for all libraries involved in system upgrades. *Timeframe: 2003-2007*

The Network Services division of the West Virginia Library Commission will regularly evaluate customer satisfaction with the technical assistance provided by employees of the division and post the results of the survey on the WVLC Web site. *Timeframe: 2003-2007*

The Network Services division of the West Virginia Library Commission will make an annual presentation on the current state and future plans of the Statewide Library Network. *Timeframe: 2003-2007*

NEED #2

Staff West Virginia's libraries with employees well trained in the skills and techniques of library service delivery in order for libraries to become centers of "informal learning" described in the report of the Governor's Commission on West Virginia's Future.

Assessment

Directions 2000, the report of library and state library agency services in West Virginia summarized the need for trained library staff neatly. "West Virginia lacks many of the continuing education support systems available to librarians and library staff in other states. West Virginia has no in-state library school, and while some service centers do provide some continuing education and training, the State has no formal structure of library systems with specific responsibilities to perform an ongoing continuing education function" (p.40). The West Virginia Library Commission responded to the study's recommendations that it play a strong role in providing library continuing education by making continuing education a primary objective of both its strategic plan and its 1998-2002 LSTA plan. Although progress has been made in this area, it must remain a priority in order to train new library personnel in the basics of library service, to provide opportunities for established staff to increase knowledge and skills, and ensure that West Virginians are served by well trained library employees. Public

meeting comments reinforced workshop evaluation remarks citing a critical need for training in technology skills, including online searching techniques, online cataloging techniques, as well as traditional library skills and efficient management practices.

Goal

Improve services delivered to users of all types of libraries by developing and supporting a wide range of training opportunities for library directors, staff, and trustees.

LSTA Purpose

Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth to age 17) from families with incomes below poverty (as defined by the Office of Management and Budget).

Assisting libraries in accessing information through electronic networks.

Evaluation: Output Model

Outputs

1. The number of library personnel who attend statewide and/or regional training sessions sponsored by the West Virginia Library Commission
2. The number/percentage of library users in libraries staffed by workshop attendees who receive improved services
3. The number of trustees who attend a trustee orientation session
4. The number/percentage of library trustees who have an increased understanding of the roles/responsibilities of trustees

Benchmarks

1. At least one staff member from 65% of the 97 public library systems, 10% of the K-12 school libraries, and 7% of the academic libraries in the state will annually attend one of the training workshops presented or endorsed by the West Virginia Library Commission.
2. At least 20% of the users surveyed in libraries receiving training will indicate increased satisfaction with services within 3 months of the training session
3. By June of 2007 85% of library trustees with less than 5 years experience in the position will have attended a trustee orientation session
4. 60% of the trustees completing a trustee orientation seminar will demonstrate increased knowledge of library law and the roles/responsibilities of library trustees

Applied to:

- 1-2. Directors and staff of libraries in West Virginia
- 3-4. Trustees of West Virginia's 97 public library systems

Data Sources

- 1-4. Workshop evaluation forms, post training tests, unobtrusive surveys; key respondent interviews

Timing/intervals

- 1-4. Workshop evaluation forms and post training tests within for weeks of training event; surveys and interviews within six months

Evaluation: Outcome Model

Outcome

1. Library personnel in West Virginia will increase skills and knowledge in the area of library administration, technology, services to adults and children, collection development and management, and literacy programs
2. Library services to West Virginia residents will improve
3. Library trustees will increase skills and knowledge in the area of library administration and trends and issues in library service
4. Library services to West Virginia residents will improve

Indicator

1. At least 75% of the workshop participants will demonstrate new library skills of knowledge.
2. Within six months of completing a workshop 50% of participants will demonstrate how the skills or knowledge is being applied in the local library.

Applied to:

1. Library personnel completing at least on WVLC sponsored or approved continuing education offering
2. Library trustees completing at least one trustee orientation session

Data Source

1. Workshop evaluation forms, post training tests, unobtrusive surveys; key respondent interviews

Data Collection Intervals

1. Workshop evaluation forms and post training tests within for weeks of training event; surveys and interviews within six months

Programs

Continue to present an annual week-long training institute for library personnel, subsidizing all costs except travel. *Timeframe: 2003-2007*

Present at least three additional workshops library administration, technology, services to adults and children, collection development and management, and literacy programs will be offered annually on a regional basis for library personnel. *Timeframe: 2003-2007*

Offer continuing education grants for attendance of WVLC endorsed training opportunities. *Timeframe: 2003-2007*

Present at least two sessions annually for library trustee orientation. *Timeframe: 2003-2007*

Provide funding and set continuing education goals for WVLC staff. *Timeframe: 2003-2007*

NEED #3

Expand the existing selection of electronic resources and improve the ability to share physical materials more efficiently in order for libraries to adequately serve the educational, information and recreation needs of the residents of the State.

Assessment

Libraries of all types in West Virginia are heavily dependent on resource sharing to meet the needs of their users. Annual statistics gathered by the West Virginia Library Commission indicate that among the 97 public library systems, only 15 are net lenders. Among academic libraries, 12 of the 28 institutions are net lenders but the two largest academic libraries are net borrowers. This leads to the conclusion that library collections in the state are not of the strength and quality necessary to meet the needs of library users. It appears that, in many cases, interlibrary loan is being used in place of collection development. Recently, hardware upgrades without corresponding upgrades in interlibrary loan program software led to a statewide crisis. The response to the crisis currently permits libraries to once again electronically transmit requests but it is a very fragile solution. Another missing piece of the resource-sharing puzzle is document delivery. Currently, only academic libraries are taking advantage of electronic document delivery services and non-system specific interlibrary loan management software. A few public libraries have regional van delivery systems but most rely on the U.S. Postal Service and absorb all costs. Ways of reducing costs of both electronic and physical delivery of materials must continue to be explored and evaluated. Alternatives and/or enhancements to the central statewide union catalog must also be evaluated. *Directions 2000* recommended that the lack of adequate funding for print and electronic library materials could be partially resolved

through statewide subscriptions to online full-text periodical/journal databases. The West Virginia Library Commission made a commitment to provide West Virginia residents access to online information in the early 1970's. The WVLC Reference Library was the first library of any type in the state to offer an online searching service to government officials, business people, academic researchers, students of all ages, and the general public.

As online technology advanced, WVLC's approach to online information changed, but the commitment never changed. It is the force behind the online union catalog, automation systems for public libraries, and the Statewide Library Network. In the 1990's a consortium of the West Virginia Library Commission and public, academic and school libraries developed the InfoMine Project. The InfoMine project, funded by a \$2.5 million grant from the U.S. Department of Education and supplemented with grants from the U.S. Department of Commerce and the Appalachian Regional Commission, provided statewide access to high demand electronic databases, catalogs of the major libraries in the state, and the infant Internet. The funding period for the InfoMine grant ended in 1996 but not WVLC's commitment to online information for all residents continued. A key component of the West Virginia Library Commission's 1998-2002 five year plan for use of federal Library Services and Technology Act funds was the provision of an online general periodical database for every public library in the state. Currently, the Library Commission's financial commitment to statewide databases is in excess of \$125,000 annually. In addition, for the past four years, the Library Commission has included an improvement level request to the Governor's Budget Office for \$1 million to \$1.5 million to fund a basic collection of statewide databases for academic, public and school libraries.

Goal

Improve library users' access to library materials by developing and implementing effective resource sharing methods and statewide database subscriptions that meet the needs of remote and on-site library users for traditional and electronic materials and information.

LSTA Purpose

Encouraging libraries in different areas, and libraries of different types to establish consortia and share resources.

Accessing information through electronic networks.

Evaluation: Output Model

Outputs

1. Number and percent of libraries that endorse statewide interlibrary loan standards.
2. Number and percent of libraries that provide remote access to local and statewide electronic databases.
3. Percent of net lenders that provide electronic document delivery.
4. Number of electronic databases offered through resource sharing consortia.

Benchmarks

1. 90% of the academic, school, and public libraries in the state will endorse statewide interlibrary loan standards developed by the Statewide Interlibrary Loan Working Group.
2. 90% of academic, school and public libraries will provide remote access to local and statewide electronic databases through their Web pages.
3. 60% of libraries identified as net lenders will offer electronic document delivery.
4. The number of electronic databases provided library users through consortia arrangements will increase by 20%.

Applied to:

- 1-4. West Virginia's academic, public, and school libraries.

Data Sources

1. Formal interlibrary loan agreements with academic, public, and school libraries.
2. Annual review of library Web pages.
3. Annual statistical reports.
4. Annual database survey.

Timing/intervals

1. The statewide interlibrary loan standards development and endorsement process will be complete by December 2004.
2. Benchmark will be achieved in annual intervals.
3. By end of plan period.
4. By end of plan period.

Evaluation: Outcome Model

Outcome

1. Users of interlibrary loan services will receive more efficient service.
2. The ability of residents to use library based electronic databases from remote sites will increase.
3. Libraries will have a more efficient method of searching the catalogs and requesting and receiving materials.

4. More electronic databases will be available to state residents.

Indicator

1. The number of interlibrary loan users rating the service "very satisfactory" will increase by 10% annually.
2. The number of library users accessing electronic databases remotely will increase by 10% annually.
3. Interlibrary loan staff will rate the statewide request and delivery process "much improved".
4. The number of electronic databases available to library users will increase by 25%.

Applied to

1. Users of interlibrary loan services in academic, public, and school libraries.
2. Library users in academic, public, and school libraries.
3. Interlibrary loan staff in academic, public, and school libraries.
4. Electronic databases offered in academic, public, and school libraries.

Data Source

1. Unobtrusive surveys
2. Usage reports
3. Key informant interviews
4. Survey

Data Collection Intervals

- 1-4. Annually

Programs

Train Interlibrary loan staff at all public library service center and designate libraries, academic libraries, and at least one high school library in each county in the new interlibrary loan standards and procedures. *Timeframe: by December 2004.*

Provide instruction and assistance in Web page development and maintenance, especially remote access links, to every library on the Statewide Library Network. *Timeframe: October 2003-September 2007.*

Implement and evaluate model physical and electronic document delivery systems in at least 2 service center areas. *Timeframe: October 2004-September 2006.*

Complete study of options or enhancements to the statewide union catalog and implement resulting decision. *Timeframe: by December 2004.*

Develop and implement electronic database consortia projects. *Timeframe: annually for duration of plan.*

NEED #4

Provide libraries the ability to present programs and services that provide social involvement, promote intellectual curiosity, and increase knowledge and skills to West Virginians isolated by educational, social, economic, and geographic conditions.

Assessment

West Virginia is a state of mind as well as a physical place. This fact, supported by sociological studies and West Virginia literature has implications for library services. The physical place is rural and mountainous; a place where it can take more than an hour to travel 30 miles on a winding mountain road. It is a place that has the largest percentage of residents over 65 in the country. In West Virginia, approximately 20% of the adult population can not read above a Fourth grade education level (The State of Literacy in America, National Institute for Literacy, 1998). That 20% means that one in five adults in WV does not have the basic skills needed to succeed at work or succeed in preparing children to learn. The state of mind is fiercely independent and intensely place-bound. West Virginia's 97 public library systems serve as many as 188,000 and as few as 467 people. Fifty-two of the public library systems serve populations of less than 10,000. Full time equivalent staff ranges from 137 to less than one with the average being 6.7. Local funding of libraries in the state is far below the national average. State funding of public libraries far above the national average. These facts, reinforced by comments gathered at public meetings on the West Virginia Library Commission strategic plan as well as the 2003-2007 Library Services and Technology Act plan, and observations of Himmel and Wilson Library Consultants consistently point to the difficulty local libraries have in planning and presenting programs at the local level. The importance of these programs and the expectation that they be delivered from the state level was expressed eloquently by a trustee attending one of the public meetings. She pointed out that local libraries can and should play a key role in overcoming the twin Appalachian predilections of low self esteem and isolation but have neither the funding not the personnel to provide a wide variety of programming.

Goal

Offer a wide range of library based programs and services to the residents of the state.

LSTA Purpose

Targeting services to persons having difficulty using the library and to unserved and underserved communities.

Evaluation: Output Model

Outputs

1. Number/percent of libraries offering summer reading programs.
2. Number/percent of libraries offering adult reading/discussion programs.
3. Number/percent of libraries with materials specifically for adult new readers.
4. Number/percent of libraries with vital collection management policies.

Benchmarks

1. Increase the number of libraries offering summer reading programs to children, young adults, and adults by 3% for each type of program annually and increase the number of participants completing the programs by the same percentage.
2. Add 10 new titles and 3 additional libraries annually to the adult reading/discussion program.
3. Provide each of the 176 public library facilities material, which targets adult new readers or those needing assistance with reading skills.
4. At least five libraries annually will develop and implement collection management policies.

Applied to

- 1-4. West Virginia's 97 public library systems in cooperation with academic and school libraries, government agencies, literacy organizations, social agencies, etc.

Data Sources

- 1-2. Survey, key respondent interviews, program specific negotiable grant request and reports
3. Ordering and distribution records
4. Site visits, interviews

Timing/intervals

- 1-3. Annually

Evaluation: Outcome Model

Outcome

1. Students completing a library summer reading program will maintain reading levels during the summer.
2. Adult library users and nonusers will increase their awareness of library services and programs.
3. The level of service delivered by libraries to literacy providers and literacy students will improve

4. Patrons of libraries developing and implementing collection management policies will find information to meet their needs more often.

Indicator

1. At least 75% of students completing a library summer reading program will be reading at the appropriate grade level when entering school in the fall.
2. 10% of the adults participating in reading programs will increase their awareness of library services and programs.
3. The percentage of literacy providers and literacy students who rate the ability of public libraries to meet their needs as "satisfactory" will increase by at least 2 percentage points annually.
4. Patrons of libraries developing and implementing collection management policies will find information to meet their needs more often.

Applied to

1. Summer reading program participants
2. Adult reading program participants
3. Literacy providers and students
4. Users of participating libraries

Data Source

1. Teacher surveys, interviews
2. Participant evaluations, interviews
3. Unobtrusive surveys, interviews, site visits
4. Pre and post project surveys, site visits

Data Collection Interval

1. Annually by mid October
2. At close of each program
3. Quarterly
4. Pre project surveys within three months of implementation, post project surveys within six months, at least one pre and one post site visit

Programs/Timeframe

Plan, in cooperation with the West Virginia Library Association Children's Services Roundtable, annual themes for a statewide summer reading program. Develop and efficiently distribute support materials for this program. *Timeframe: Annually 2003-2007.*

Assist, train, and encourage libraries to join the adult reading/discussion program network, supplying multiple copies of discussion books at no charge. *Timeframe: Annually 2003-2007.*

Promote cooperation between local libraries, adult basic education programs, and literacy coalitions and organizations to identify materials and services to meet the needs of students and tutors. *Timeframe: Annually 2003-2007.*

Train personnel from at least 15 libraries annually in the basics of collection management. Develop genre based selection guides. *Timeframe: Annually 2003-2007.*

Stakeholder Involvement Procedures

A variety of approaches were adopted to identify priorities for the 2003-2007 West Virginia Library Services and Technology Act plan. Comments from public meetings held to develop the West Virginia Library Commission strategic plan, and to evaluate the 1998-2002 LSTA Plan were reviewed. Also reviewed were the recommendations of a study of library services and the West Virginia Library Commission prepared by Himmel and Wilson Library Consultants. Project reports from libraries receiving LSTA subgrants, reports and comments from the WVLC Library Development consultant corps and observations from various meetings of the West Virginia Library Association and its divisions and roundtables were all considered. In addition, seven public meetings were scheduled in libraries across the state to specifically discuss the needs of West Virginia residents and how LSTA funds could be used to help libraries address these needs. To accommodate those unable to attend the meetings or wishing to make additional comments, an email link was posted on the Library Commission's Web site.

Key stakeholders were identified as the agency's Commissioners, nine citizens appointed by the Governor; the staff of the West Virginia Library Commission; directors and staff of academic, public and school libraries; public library trustees; state and local government officials; and library users. The Commissioners received a report on LSTA activities at each of its 2002 meetings. A standard Commissioner agenda item is public comment, which provided another opportunity for public input.

The public meetings, held between April 4 and May 16, 2002, were intentionally scheduled to take advantage of other library community events. One was scheduled as part of the West Virginia Library Association's Spring conference, two following meetings of the Library Commissioners, and one at the Trustee Workshop sponsored by the West Virginia Library Commission. Three meetings were not associated with any other events. Average attendance at the meetings was 13. Of the identified stakeholders the only group not represented at any of the meetings was government officials. WVLC staff, especially Library

Development staff, facilitated the public meetings and solicited informal comments during site visits and other contacts with libraries.

A variety of approaches will also be taken to involve stakeholders in the implementation and evaluation of the 2003-2007 plan. These approaches will include surveys, site visits, and formal and informal project reports.

Communication Procedures

Upon approval, the 2003-2007 plan will be posted on the West Virginia Library Commission Web site with an email link for comments and printed versions made available on request. An activity report will be made annually at the West Virginia Library Association fall conference and posted on the Web site. Through experience, WVLC has learned that the West Virginia Library community does not favor formal comment situations. To provide a variety of opportunities for informal comments, WVLC staff will continue to be active in WVLA divisions, roundtables and committees in order to gather these comments. The WVLC Library Development division is developing ways to showcase LSTA projects using Web, print, and presentation avenues. The WVLC Communications division will assist the agency and local libraries in making the general public aware of the services, activities, and needs of libraries.

Monitoring Procedures

The West Virginia Library Commission Library Development and Network Services staff will continuously track implementation of the 2003-2007 plan, reporting to the Library Commissioners at least twice a year. These reports become public upon approval as the minutes of Commissioner meetings are posted on the Web regularly. In addition, an annual report concerning LSTA program activities will be presented at the fall conference of the West Virginia Library Association and included in the annual report of the West Virginia Library Commission. Individual project evaluation will become more rigorous with WVLC staff being more involved in the planning and implementation of evaluation methods, especially those evaluating customer satisfaction. Each sub-grantee project funded under the 2003-2007 LSTA plan will be monitored on-site at least once during the time period of the project. The Institute for Museums and Library Services will be notified of any amendments or modifications to the plan as they become evident. The West Virginia library community will be made aware of any amendments or changes through the West Virginia Library Commission's fax, email, and Web networks.